Maine Legislature Mailing Lists

Introduction
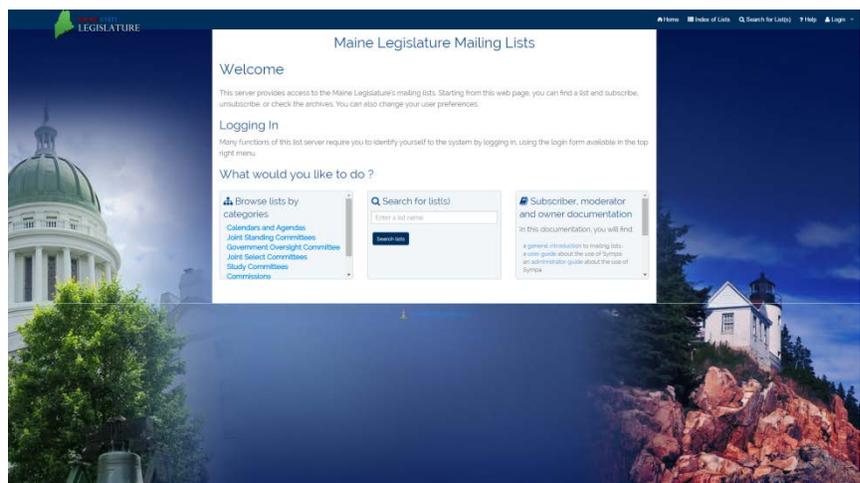
Our new mailing list server found at https://lists.legislature.maine.gov is a way to facilitate the Legislature's communication with people who have an interest in the work of a legislative committee or other group. The site provides searchable archives of recent messages, RSS feeds and various subscriber options, including message digests and a way to suspend your subscription when you don't want to receive messages for a time.

If you have a question about a certain process, then click one of the links below to travel to its related documentation.

- Getting Started
- Logging In
- Subscribing to a List
- Recover your Password
- Setting List Options and Preferences
- Managing your Lists

Getting Started

1. Using your web browser navigate to https://lists.legislature.maine.gov. After the page has loaded you will be viewing the home screen. The home screen allows you to search for lists, browse lists by category, and find help documentation.

2. On the top right there is a tool bar which offers access to the basic functionality of the home screen from anywhere in the application.

   a. The 🏠 **Home** button returns to the home screen

   b. Click ▤ **Index of Lists** to view the full list of Lists available for subscription.

   c. The 🔍 **Search**

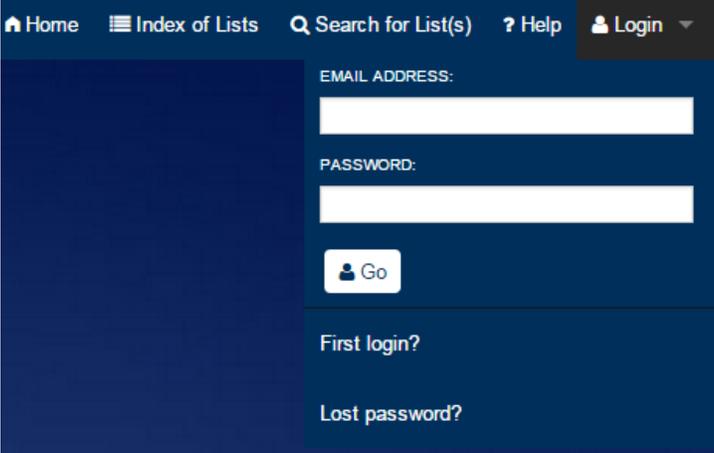**The home screen for the Maine Legislature Mailing List**

for List(s) button allows you to find a particular list or group of lists that match a certain criteria.

d. Click ❓ **Help** to learn more about how to operate the mailing list.

e. The 👤 **Login** button will allow you to login to the system given that you have a username, and a correct password. For more details on the Login System review the [Logging in](#) section.

Logging In

The process of logging in allows you to access previously subscribed lists, and managing preferences and options.

1. To Login, click the 👤 **Login** button on the top right hand corner of the application.

2. If it is your first time using the system than select "**First Login?**" This selection will allow you to input your email address, and set your first password from your email account. If you already have an account, then use your provided email address and password, and select **Login**.
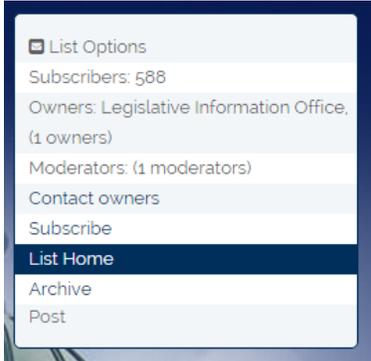

Mail List Login Screen

3. If your password has been forgotten, then click the **Lost Password?** Button. For further details see the [Password Recovery](#) section.

Subscribing to a List

Subscribing to a List allows you to receive notifications, emails, and updates about the current status of items that pertain to that List.

1. To subscribe to a list you must first be logged into the system. For more details on how to do that see the [Logging in](#) section.

2. Once logged in, find a list that you would like to subscribe to using 🔍 **Search for List(s)**, or manually by browsing the 📋 **Index of Lists**. Click on the list, and the list will reveal details about itself including the number of subscribers, Moderators, Owners of the list.

Click the **Subscribe** button to receive notification, emails, and updates concerning items that pertain to the list.

Password Recovery

Password Recovery allows access to the system once the password has been forgotten.

1. To recover your password click the 👤 **Login** button on the top right corner, and then select **Forgot Password?**
2. The system will then prompt you to enter your email address.
3. Press **Request new password.**

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You forgot your password, so you have to renew it.
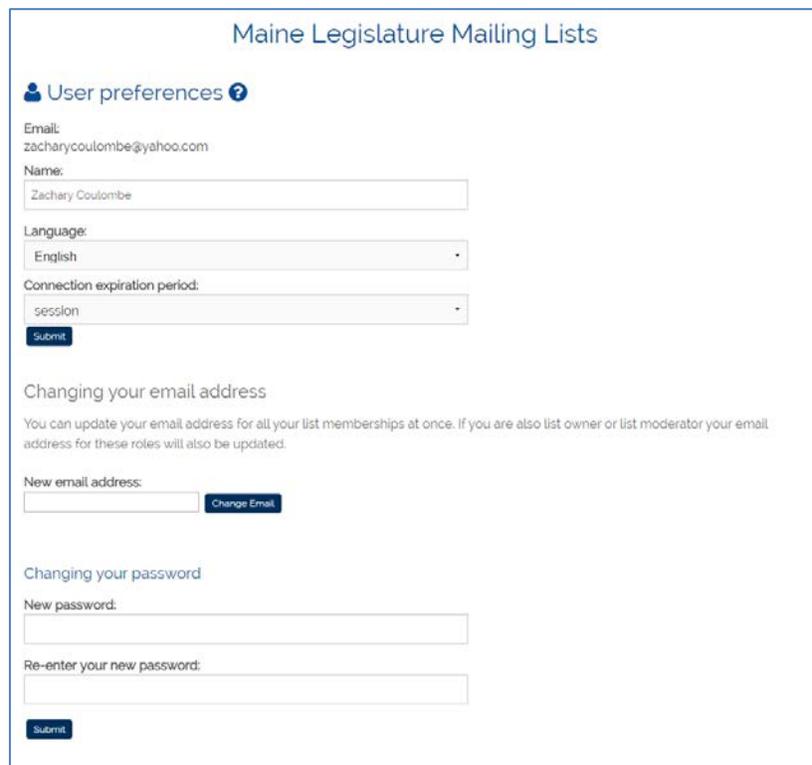
Your e-mail address:

Request new password

Mail List Password Recovery Screen

4. An email will then be sent to the given email address with link to reset your password.

Setting List Options and Preferences

There are a few options in preferences that you may want to set including updating the email address that lists will use to send information, change your password, and update user information.

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👤 User preferences ❓

Email:
zacharycoulombe@yahoo.com
Name:
Zachary Coulombe
Language:
English
Connection expiration period:
session
Submit

Changing your email address

You can update your email address for all your list memberships at once. If you are also list owner or list moderator your email address for these roles will also be updated.

New email address:
Change Email

Changing your password

New password:

Re-enter your new password:

Submit

1. To access your account preferences click on the 👤 **Account** tab in the top right hand corner, than select **My Preferences**.
2. Review the info, and assure that it is correct. If you would like to change the language,

then select another language from the dropdown list.

3. The Connection expiration method determines when you will be logged out. It defaults too immediately after you close the window or tab, but it can be set to disconnect after a given timeframe.

4. From this panel you can also change the email address that will receive emails from the lists that you have subscribed to. **WARNING!!!** This affects every list you are subscribed to.

5. You can also change the password for this account from this screen.

Managing My Lists

The system allows you to manage all of your subscribed lists from a single screen.

1. To access this screen click on the ⬛ **Account** tab in the top right hand corner, then click ▦ **My Lists**.

2. This screen allows you to review all of the lists that you are subscribed to including easy Archive access. To access the list and it's settings and information just click on the list title.

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▣ My lists

You are subscribed to or managing the following lists.

acf-ip (Subscriber)

Agriculture, Conservation and Forestry Interested Parties List

Archives